

Windham Public Works  
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**Department Monthly Report**

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

**June 2017**

**Public Works**

**HIGHWAY:**

**Annual (Summer) Department Objectives**

- Spring cleanup sweeping of approximately 52 miles is completed annually – 100%
- Gravel roads treated for dust control and graded, 7 roads totaling 3.35 miles – 100%
- Road preparation and drainage work completed on all roads to be paved – 100%
- Roadside mowing throughout entire town, approximately 180 miles – 100%
- Maintain signage throughout entire town, per MUTCD – 100%
- Culvert failures are repaired – 100%
- Maintaining, cleaning, and reestablishing ditches throughout the town. Every year, approximately 15 miles needs to be completed to stay on a 12 year cycle – 100%
- All esplanades and cul-de-sac should be loamed and reseeded as needed as a result of winter damage – 100%
- Catch basin repair and replacement. 15 basins should be repaired or replaced annually, out of 835 basins in the town.
- Patching all potholes town wide as needed – 100%
- Meet all Federal Stormwater regulations – 100%
- Business District sweeping as needed – 100%

**Projected Summer Goals (Success)**

- Spring cleanup sweeping – 100%
- Grade and treat all 7 roads – 100%
- Road preparation and drainage work for pavement – 100%
- Roadside mowing – 30%
- Maintaining signage town wide – 100%
- Culvert repairs – 100%
- Ditch work throughout the town – 33%, 5 miles
- Esplanade and cul-de-sac work – 0%
- Catch basin repair and replacement when fails – 10%
- Patching potholes – 100%
- Meeting Stormwater regulations – 100%
- Business District sweeping as needed – 100%

**Percentage Achieved of Summer Goals for June (Measurement)**

- Spring cleanup sweeping – 90%
- Grade and treat all 7 dirt roads – 100%
- Road prep and drainage work for pavement – 100%
- Roadside mowing – 0%. Have not begun mowing as of the end of June – finishing sweeping, mechanical breakdown and waiting on parts
- Signage work – 100%

- Culvert repairs – 0%
- Ditch work – Land of Nod, 2,025 ft
- Cold patching pot holes around town – 100%
- Meeting Stormwater Federal regulations – 100%

## **FLEET MAINTENANCE DIVISION:**

### **Annual (Summer) Department Objectives**

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 100%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

### **Projected Summer Goals (Success)**

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 75%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

### **Percentage Achieved of Summer Goals (Measurement)**

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter – Spring/Summer Services 95% (One truck is left for greasing and check over will be completed in Month of July)
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 100%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

## **BUILDINGS & GROUNDS MAINTENANCE DIVISION:**

### ***Buildings***

#### **Annual (Summer) Department Objectives**

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs
- Non-Scheduled repairs 100%
- Building improvement projects 100%

#### **Projected Summer Goals (Success)**

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 80%
- Non-Scheduled repairs 100%
- Building improvement projects 50%

#### **Percentage Achieved of Summer Goals (Measurement)**

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 80%
- Non-Scheduled repairs 100%
- Building improvement projects 50%

### ***Grounds***

#### **Annual (Summer) Department Objectives**

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances 100%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

#### **Projected Summer Goals (Success)**

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances 50%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

#### **Percentage Achieved of Summer Goals (Measurement)**

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances 50%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

## **Additional Activities for Public Works**

### Highway Activities:

- Prep for paved swales on Chute Rd
- Replaced/fixed signs town-wide
- Cleaned pickup trucks
- Marked sites with DigSafe for upcoming projects

### Fleet Activities:

- Creating plans for a fabricated shoulder box attachment for Loader #27.

### Building & Grounds Activities:

- Marked out nine grave sites in four cemeteries
- Marked out six stone placements in four cemeteries
- A/C repairs to Library, Public Safety, New South Fire (bunk area)
- Check all RTU's filters at Community Center/ Town Hall for air quality
- Remove old items from basement and disposed at CPRC
- Rekeyed six door locksets at PD
- Pumped out septic tank at Community Center/Town Hall
- Replace old fluorescent light fixture with a new LED in Nancy Graves office
- Picked up, placed and returned 125 barrels for summer fest
- Summerian Irrigation reconnected Library irrigation system
- New landscaping completed at the Library
- Set up the gym at High School for voting on the school budget
- Set up gym at Community Center to hold Town meeting and voting on budget
- SS Building had no power to outside wall in food storage area, found detached breaker wire in panel and reattached to breaker.
- Attend Munis training
- Replaced two window screens at EWF
- Delivered janitorial supplies to NWF and SWF
- Delivered copy paper to Library, Town Manager office area and Registration
- Replace post at PW entrance for the gate to function properly
- Added two parking spaces on the fire side of Public Safety Building
- Replaced fence at Brown and Dolley Cemeteries
- Trimmed grass at Town signs
- Food at Hannaford's eight times and Wayside once